




To/MS: Master Management
From/MS: G. Peter Nanos, DIR, MS A100 
Phone/Fax: 7-5101/Fax 7-2997
Symbol: DIR-04-146
Date: June 18, 2004
Subject: **WALKAROUND – Safety Walkaround
Training in Four Modules
Requirements and Expectations**

Los Alamos National Laboratory has produced and is distributing to all managers a safety walkaround training package. This is an integral part of the Laboratory's Management Safety and Security Walkaround system. In the training package, David Herbert, a Senior Fellow with the National Safety Council, describes and demonstrates the process in three different LANL work environments.

Management safety walkarounds continue as an important LANL process for managers to walk a workspace and engage workers in collaborative discussions about safety in the workplace. Walkarounds are effective tools for improving safety through behavioral observation and teamwork. As described by Herbert, "The safety walkaround is a key vehicle to helping people help one another stay safe and avoid injury."

This letter introduces you to the training package content, as well as the training requirements and expectations.

Training Package

With this memo and attachments, all LANL managers are being presented with the walkaround training package which includes

1. Four training modules in both VHS and DVD formats
2. Cover memo
3. Discussion guide
4. PowerPoint slides to support the discussion guide, available at <http://safetywalkaroundvideo.lanl.gov>
5. Course roster form to document required video viewing (for managers and supervisors only)
6. Two green walkaround cards to help as a reminder for managers during walkarounds

General Instruction Module – This module describes and then illustrates with examples the major dynamics of the walkaround process. Herbert first defines the six different safety-behavior observation categories and then applies them to the five elements of the walkaround process:

safety walkaround process (*Course #30670*)—20 minutes

Specific Demonstration Modules - In addition to the general instruction module, three demonstration modules are available, presenting safety walkarounds from beginning to end in three different work environments:

chemical research area walkaround—17 minutes
machine shop walkaround—16 minutes
office walkaround—15 minutes

Training Requirements and Expectations

Requirements: During the initial phase, all managers and supervisors are required to view as a one-time training the general instruction module:

safety walkaround process (*Course #30670*)

- This training meets the LIR 307-01-03.1 management walkaround orientation requirement (6.1): “Personnel performing walkarounds must have received orientation and/or training in self-assessment techniques or be accompanied by experienced and trained personnel.”
- Training must be completed by November 30, 2004.
- The PS Division Training Services Group (PS-13) will assign a training plan (TP) to all Laboratory managers and supervisors.
- Procedures for obtaining training credit, required for managers and supervisors only, are provided below.

Makeup and new-hire training for managers and supervisors can be completed in one of two ways:

- Managers and supervisors can view the general instruction module on an individual basis using the group office VHS or DVD copies.
- They can also view the training module through the web-delivered LANL Media Theater with “credit button” technology; the URL link can be accessed through the webpage <http://safetywalkaroundvideo.lanl.gov> and is also listed at the Virtual Training Center (VTC).

Those who complete training on the LANL Media Theater will automatically be linked to the Employee Development System (EDS) to obtain course credit.

Expectation: I expect that all workers will be trained on the safety walkaround process through the Nested Safety and Security process as follows:

- Managers and supervisors will convene a group- or team-level meeting to view and discuss the general instruction module:

safety walkaround process

- The safety walkaround training package can also be used as a tool during Nested Safety and Security meetings.
- A Discussion Guide and PowerPoint slides are provided to help you apply the safety walkaround process to your organization.
- At another time, you may also want to consider viewing one or more of the specific demonstration modules that relate to your organization:

**chemical research area walkaround
machine shop walkaround
office walkaround**

- FWO and S Divisions are encouraged to evaluate the application of this training for their KSL and PTLA employees.
- Employees who miss the group discussion can make up the training by viewing the general instruction module on an individual basis using the group office VHS or DVD copies, or on the Web at <http://safetywalkaroundvideo.lanl.gov>, which will link to the LANL Media Theater.
- New-hire training on the safety walkaround process will be covered through General Employee Training.
- No documentation is required for the group- or team-level meeting, though individual divisions and groups may wish to record training attendance as a safety or Management Walkaround noteworthy practice.

Additional copies of the training materials are available at <http://safetywalkaroundvideo.lanl.gov>.

EDS Training Credit for Managers and Supervisors Only

Training Services (PS-13) will enter training credit into EDS to document that managers and supervisors have viewed the video. The following must be provided to PS-13 to obtain the required video viewing credit:

- Course roster form for video viewing (attached) that includes the following information:
 - Z number
 - Printed name
 - Signature
 - Mail stop
 - Phone number
 - Organization
 - Employer

On the course roster form, signify a single point of contact responsible for collecting and submitting the necessary information for the organization. The completed roster must be returned to the PS-13 registrar, mail stop J596.

For further information, please contact

*Safety Walkaround
Training Package Materials*
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Tel: 505-667-3748
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*Safety Walkaround Training
Requirements and Documentation*
Registrar
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Tel: 505-667-0059
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*Safety and Security
Management Walkaround Process*
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GPN/MC:rn

Attachments: 1) Four training modules in both VHS and DVD formats
2) Discussion guide
3) Course roster form
4) Two green walkaround cards

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